

4/20/2018

Dam Safety Inventory System

Participant Submission Guide



[James Martin](#)

DCR DIVISION OF SOIL AND WATER & DIVISION OF DAM
SAFETY

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Contacts

The contacts section is used to maintain contact information related to all persons that interact with a dam. Under contact information users can identify a dam's owner(s), representatives, consultants and submitters of regulatory applications and designs. Users who will be filing applications through DSIS for a particular dam should add themselves as a contact before working on any applications. If permits or inspections are to be filed be sure to enter the design engineer, construction engineer, or inspector contact information under the contacts tab before developing an application, as the contact information will be required.

Users can view and enter contacts for a dam by going to the "Contacts" tab (Figure 1). Once on the contacts tab users will see a list of current contacts associated with the dam. To view the details of a contact record users can left click on a contact in the list.

DCR Virginia Department of Conservation & Recreation

Virginia Dam Safety Inventory System

Welcome, "james.martin" Logout

Dams Administration My Account

☰ > Dams > 029004 > Contacts

Dam Name: Willis River Dam #4
Dam Inventory Number: 029004
Legacy Number: 02904

Dam Region: 5
Hazard Classification: High
County: Buckingham

Owner Name: Peter Francisco Soil and Water Conservation District
Regional Engineer: Robert VanLier
Inundation Study Date: 03/08/2011

Certificate Type: Conditional Certificate
Certificate Expiration Date: 03/31/2020
EP Expiration Date: 08/16/2023

Events Add Contact To Dam

General Note: Right click to view actions

Contact Type	Contact Name	Email	Phone Number	Organization	Primary
Owner Representative	Kelly Snoddy	kelly.snoddy@vaswcd.org	(434) 983-7923(Office)	Peter Francisco Soil and Water Conservation District	yes
Owner Professional Engineer	Charles Wilson	charles.wilson@dcv.virgin	(804) 371-6233(Office)	Virginia DCR, Division of Soil and Water Conservation	no
Owner	M. Todd Smith	peterfranciscoswcd@gmail	(434) 983-7923(Office)	Peter Francisco Soil and Water Conservation District	no
Owner Representative	Sherry Ragland	sherry.ragland@vaswcd.o	(434) 983-7923(Office)	Peter Francisco Soil and Water Conservation District	no

Map

Contacts

Inspections

Permit Applications

Certificate Applications

Figure 1: Contacts Tab

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Updating an Existing Contact to a Dam

To update an existing contact select a contact record and click the “Edit” button on the upper or lower right of the screen (Figure 2). Once in an editing session users can modify contact information as well as add additional phone numbers, addresses, and email addresses. Users should be sure to update contact information as often as possible, this makes it easier to fill out application and communicate with regional engineers.

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and system name are visible. The navigation bar includes links for Dams, Administration, and My Account. The breadcrumb trail shows the path: Dams > 029004 > Contacts > Charles Wilson. The main content area is titled 'Charles Wilson Details' and contains a table of contact information. Two 'Edit' buttons are highlighted with red boxes: one in the top right corner of the details section and another in the bottom right corner of the page.

Charles Wilson Details			
Dam Name: Willis River Dam #4	Dam Region: 5	Owner Name: Peter Francisco Soil and Water Conservation District	Certificate Type: Conditional Certificate
Dam Inventory Number: 029004	Hazard Classification: High	Regional Engineer: Robert VanLier	Certificate Expiration Date: 03/31/2020
Legacy Number: 02904	County: Buckingham	Inundation Study Date: 03/08/2011	EP Expiration Date: 08/16/2023

Charles Wilson Details			
Events	Title:	District Dam Engineer	
General	First Name:	Charles	
Regulated	Last Name:	Wilson	
Watershed	Organization:	Virginia DCR, Division of Soil and Water Conservation	
Technical Basics	Archived:	No	
Technical Hydrology / Hydraulics	Primary Contact:	No	
Technical Structure	Contact Type:	Owner Professional Engineer	
Technical Spillway	VA PE license Number:	043514	
Map	Emails:	Email Address	Primary
Contacts		charles.wilson@dcv.virginia.gov	Yes
Inspections	Addresses:	Address(es)	Primary
Permit Applications		600 East Main Street, 24th Floor	Yes
Certificate Applications		Richmond, VA 23219	
	Phone:	Phone Number(s)	Primary
		(804) 334-0085 (Mobile)	No
		(804) 371-6233 (Office)	Yes
		(804) 837-9975 (Mobile)	No

Figure 2: Editing Contacts

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Add an Existing Contact to a Dam

DSIS maintains a list of all contacts used in the system. A single contact in this list can be added to multiple dams. If a contact is already present in DSIS that contact information does not need to be reentered for a new dam. Users can search the global contacts list and add an existing contact to a dam. The following section provides step by step instructions for adding an existing contact to a dam:

1. Click “Add Contact” in the top right corner of the contacts tab (Figure 3).

The screenshot displays the VDSIS web application. At the top, the header includes the DCR logo and the text 'Virginia Dam Safety Inventory System'. Below the header, there are navigation tabs: 'Dams', 'Administration', and 'My Account'. A welcome message 'Welcome, "james.martin"' and a 'Logout' button are visible. The main content area shows the 'Dams > 029004 > Contacts' breadcrumb. Below this, there is a summary of dam information: Dam Name: Willis River Dam #4, Dam Inventory Number: 029004, Legacy Number: 02904, Dam Region: 5, Hazard Classification: High, County: Buckingham, Owner Name: Peter Francisco Soil and Water Conservation District, Regional Engineer: Robert VanLier, Inundation Study Date: 03/08/2011, Certificate Type: Conditional Certificate, Certificate Expiration Date: 03/31/2020, and EP Expiration Date: 08/16/2023. On the left side, there is a sidebar with various navigation options: 'Events', 'General', 'Regulated', 'Watershed', 'Technical Basics', 'Technical Hydrology / Hydraulics', 'Technical Structure', 'Technical Spillway', 'Map', 'Contacts', 'Inspections', 'Permit Applications', and 'Certificate Applications'. The 'Contacts' option is highlighted with a red box. In the top right corner of the main content area, there is a red box containing the text 'Add Contact To Dam'. Below this, there is a table of contacts with columns: Contact Type, Contact Name, Email, Phone Number, Organization, and Primary. The table contains four rows of contact information. A note at the bottom right of the table states: 'Note: Right click to view actions'.

Contact Type	Contact Name	Email	Phone Number	Organization	Primary
Owner Representative	Kelly Snoddy	kelly.snoddy@vaswcd.org	(434) 983-7923(Office)	Peter Francisco Soil and Water Conservation District	yes
Owner Professional Engineer	Charles Wilson	charles.wilson@dc.virgin	(804) 371-6233(Office)	Virginia DCR, Division of Soil and Water Conservation	no
Owner	M. Todd Smith	peterfranciscoswcd@gm	(434) 983-7923(Office)	Peter Francisco Soil and Water Conservation District	no
Owner Representative	Sherry Ragland	sherry.ragland@vaswcd.o	(434) 983-7923(Office)	Peter Francisco Soil and Water Conservation District	no

Figure 3: Add Contact to Dam

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2. Search for an existing contact using the four fields available (all field search on a contains statement) (Figure 4).
3. Once the existing contact is found, the user can select the contact by left clicking on the contact records empty dot and choose “Add Contact” (Figure 4).

The screenshot displays the VDSIS interface. At the top, the header includes the DCR logo and the text 'Virginia Dam Safety Inventory System'. Below the header, there are navigation tabs: 'Dams', 'Administration', and 'My Account'. A welcome message 'Welcome, "james.martin"' and a 'Logout' button are visible. The main content area shows the breadcrumb 'Dams > 029004 > Contacts'. Below this, there is a summary of dam information: Dam Name: Willis River Dam #4, Dam Inventory Number: 029004, Legacy Number: 02904, Dam Region: 5, Hazard Classification: High, County: Buckingham, Owner Name: Peter Francisco Soil and Water Conservation District, Regional Engineer: Robert VanLier, Inundation Study Date: 03/08/2011, Certificate Type: Conditional Certificate, Certificate Expiration Date: 03/31/2020, and EP Expiration Date: 08/16/2023. On the left side, there is a sidebar with various menu items: 'Events', 'General', 'Regulated', 'Watershed', 'Technical Basics', 'Technical Hydrology / Hydraulics', 'Technical Structure', 'Technical Spillway', 'Map', 'Contacts' (highlighted), 'Inspections', 'Permit Applications', and 'Certificate Applications'. In the top right corner of the main content area, there are two buttons: 'Add Contact' (highlighted with a red box) and 'Add New Contact'. Below these buttons is a table of existing contacts. The table has four columns: 'Full Name', 'Organization', 'Primary Email', and 'Phone Number'. The first row is highlighted with a red box, showing 'David Voncenti' as the Full Name, 'Mary B. Sheridan Trust' as the Organization, and '(434) 823-1860 (Office)' as the Phone Number. The table lists several other contacts, including Ms. Grissinger, c/o Alumni Association, John Birdsall, Charles R. or Kimberly S. Cory, Samuel Stanhope II or Janice M Walker, Jennie Sue Minor Trustee, Jennie Sue Minor, Trustee, c/o Alumni Association, Van Cliff, Barry R; Daniel G. Van Cliff Jr. & Bank of America Co.-TRS etal, Edgar N. Jr. or Patricia Carter G. Garnett, Ron Cottrell, Michael Spatz, W. Cary Brent, Florence Wilson, and Jeffrey Carlton.

	Full Name	Organization	Primary Email	Phone Number
<input type="radio"/>	Ms. Grissinger	Ms. Grissinger		
<input checked="" type="radio"/>	David Voncenti	Mary B. Sheridan Trust		(434) 823-1860 (Office)
<input type="radio"/>	c/o Alumni Association	Virginia Polo Inc.		
<input type="radio"/>	John Birdsall	Birdsall, John		
<input type="radio"/>	Charles R. or Kimberly S. Cory	Cory, Charles R. or Kimberly S.		
<input type="radio"/>	Samuel Stanhope II or Janice M Walker	Walker, Samuel Stanhope II or Janice M.		
<input type="radio"/>	Jennie Sue Minor Trustee	Minor, Jennie Sue Trust		
<input type="radio"/>	Jennie Sue Minor, Trustee	Minor, Jennie Sue		
<input type="radio"/>	c/o Alumni Association	UVA Polo Club		
<input type="radio"/>	Van Cliff, Barry R; Daniel G. Van Cliff Jr. & Bank of America Co.-TRS etal	Van Cliff, Barry R.; Daniel G. Van Cliff Jr. & Bank of America Co.-TRS etal		
<input type="radio"/>	Edgar N. Jr. or Patricia Carter G. Garnett	Garnett, Edgar N. Jr., or Patricia Carter G.		
<input type="radio"/>	Ron Cottrell	Martha Jefferson Hospital		(434) 982-7303 (Office)
<input type="radio"/>	Michael Spatz	Martha Jefferson Hospital		(434) 982-7038 (Office)
<input type="radio"/>	W. Cary Brent	Keswick Corporation		(434) 923-4320 (Office)
<input type="radio"/>	Florence Wilson	Wilson, Florence		(540) 832-2812 (Office)
<input type="radio"/>	Jeffrey Carlton	Carlton, Jeffrey		

Figure 4: Add Existing Contact to Dam

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4. Users will be prompted to “Add Contact” and must indicate (Figure 5):
 - a. Primary – Is this contact the primary contact for this dam?
 - b. Contact Type – Indicates contact’s relation to the dam.
 - i. **Note**, there can only be one primary contact per dam, if a new primary contact is indicated the old primary contact will be set to no (Figure 4).
 - ii. **Note**, there should only be one “Owner” per dam. Additional owners should be indicated as “Co-Owner”.
5. After selections have been made click "Save" to add the contact to the dam (Figure 5).

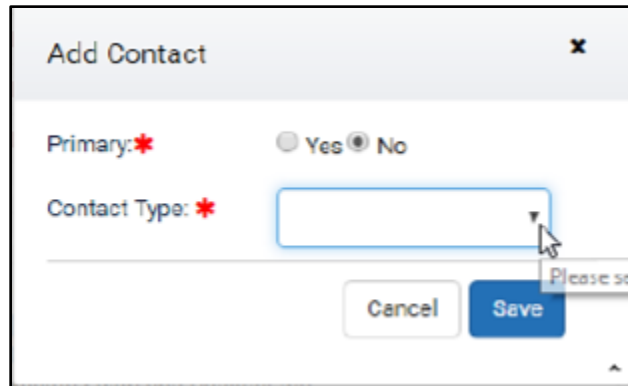


Figure 5: Add Existing Contact - Contact Type

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Add a New Contact to a Dam

For contacts that are new to the system, users can add a new contact. The following section provides step by step instructions for adding a new contact to a dam:

1. Click “Add New Contact” in the top right corner of the contacts tab (Figure 6).

The screenshot shows the Virginia Dam Safety Inventory System interface. At the top, there is a header with the DCR logo and the text "Virginia Dam Safety Inventory System". Below the header, there are navigation tabs: "Dams", "Administration", and "My Account". A welcome message "Welcome, 'james.martin'" and a "Logout" button are visible. The main content area shows the "Dams > 029004 > Contacts" breadcrumb. Below this, there is a summary of dam information: Dam Name: Willis River Dam #4, Dam Inventory Number: 029004, Legacy Number: 02904, Dam Region: 5, Hazard Classification: High, County: Buckingham, Owner Name: Peter Francisco Soil and Water Conservation District, Regional Engineer: Robert VanLier, Inundation Study Date: 03/08/2011, Certificate Type: Conditional Certificate, Certificate Expiration Date: 03/31/2020, and EP Expiration Date: 08/16/2023. On the left, there is a sidebar with various categories: "Events", "General", "Regulated", "Watershed", "Technical Basics", "Technical Hydrology / Hydraulics", "Technical Structure", "Technical Spillway", "Map", "Contacts" (highlighted), "Inspections", "Permit Applications", and "Certificate Applications". On the right, there are two buttons: "Add Contact" and "Add New Contact" (highlighted with a red box). Below these buttons is a table with columns: "Full Name", "Organization", "Primary Email", and "Phone Number". The table contains several rows of contact information, including "Ms. Grissinger", "David Voncenti", "c/o Alumni Association", "John Birdsall", "Charles R. or Kimberly S. Cory", "Samuel Stanhope II or Janice M Walker", "Jennie Sue Minor Trustee", "Jennie Sue Minor, Trustee", "c/o Alumni Association", "Van Cliff, Barry R; Daniel G. Van Cliff Jr. & Bank of America Co.-TRS etal", "Edgar N. Jr. or Patricia Carter G. Garnett", "Ron Cottrell", "Michael Spatz", "W. Cary Brent", "Florence Wilson", and "Jeffrey Carlton".

	Full Name	Organization	Primary Email	Phone Number
	Search	Search	Search	Search
<input type="radio"/>	Ms. Grissinger	Ms. Grissinger		
<input checked="" type="radio"/>	David Voncenti	Mary B. Sheridan Trust		(434) 823-1860 (Office)
<input type="radio"/>	c/o Alumni Association	Virginia Polo Inc.		
<input type="radio"/>	John Birdsall	Birdsall, John		
<input type="radio"/>	Charles R. or Kimberly S. Cory	Cory, Charles R. or Kimberly S.		
<input type="radio"/>	Samuel Stanhope II or Janice M Walker	Walker, Samuel Stanhope II or Janice M.		
<input type="radio"/>	Jennie Sue Minor Trustee	Minor, Jennie Sue Trust		
<input type="radio"/>	Jennie Sue Minor, Trustee	Minor, Jennie Sue		
<input type="radio"/>	c/o Alumni Association	UVA Polo Club		
<input type="radio"/>	Van Cliff, Barry R; Daniel G. Van Cliff Jr. & Bank of America Co.-TRS etal	Van Cliff, Barry R.; Daniel G. Van Cliff Jr. & Bank of America Co.-TRS etal		
<input type="radio"/>	Edgar N. Jr. or Patricia Carter G. Garnett	Garnett, Edgar N. Jr., or Patricia Carter G.		
<input type="radio"/>	Ron Cottrell	Martha Jefferson Hospital		(434) 982-7303 (Office)
<input type="radio"/>	Michael Spatz	Martha Jefferson Hospital		(434) 982-7038 (Office)
<input type="radio"/>	W. Cary Brent	Keswick Corporation		(434) 923-4320 (Office)
<input type="radio"/>	Florence Wilson	Wilson, Florence		(540) 832-2812 (Office)
<input type="radio"/>	Jeffrey Carlton	Carlton, Jeffrey		

Figure 6: Add New Contact to Dam

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2. Fill out all required and relevant information (red asterisks indicates required fields) (Figure 7).
3. Once all information has been entered click “Add” (Figure 7).

The screenshot displays the VDSIS interface for editing contact information. The top navigation bar includes the DCR logo and the text 'Virginia Dam Safety Inventory System'. Below the navigation bar, there are tabs for 'Dams', 'Administration', and 'My Account'. The main content area shows the 'New Contact' form with various fields and a sidebar on the left.

Navigation and User Information:

- Navigation: Dams > 029004 > Contacts > Search
- User: Welcome, "james.martin" [Logout]

Contact Information Summary:

- Dam Name: Willis River Dam #4
- Dam Inventory Number: 029004
- Legacy Number: 02904
- Dam Region: 5
- Hazard Classification: High
- County: Buckingham
- Owner Name: Peter Francisco Soil and Water Conservation District
- Regional Engineer: Robert VanLier
- Inundation Study Date: 03/08/2011
- Certificate Type: Conditional Certificate
- Certificate Expiration Date: 03/31/2020
- EP Expiration Date: 08/16/2023

New Contact Form Fields:

- Title:** [Text Field]
- First Name:** [Text Field]
- Last Name:** [Text Field]
- Organization:** [Text Field]
- Primary Contact:** ☐ Yes ☐ No
- Contact Type:** [Dropdown Menu]
- VA PE license Number:** [Text Field]
- Email:** [Text Field] (Email Address) [Text Field] (Primary) ☐ Yes
- Addresses:** [Text Field] (Street Address)

Form Controls:

- Add:** [Button, highlighted with a red box]
- Cancel:** [Button]

Left Sidebar:

- Events
- General
- Regulated
- Watershed
- Technical Basics
- Technical Hydrology / Hydraulics
- Technical Structure
- Technical Spillway
- Map
- Contacts** (Selected)
- Inspections
- Permit Applications
- Certificate Applications

Figure 7: Editing New Contact Information

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Inspections

Participants can view and add inspections for a dam through the “Inspections” tab (Figure 8). From the inspections tab the user can view a list of all recorded inspection records for a dam. To view the details of an inspection record the user can left click on an inspection record from the inspections grid.

The screenshot displays the VDSIS web application. At the top, the DCR logo and "Virginia Dam Safety Inventory System" are visible. The user is logged in as "james.martin". The main navigation bar includes "Dams", "Administration", and "My Account". The left sidebar contains a list of tabs: "Events", "General", "Regulated", "Watershed", "Technical Basics", "Technical Hydrology / Hydraulics", "Technical Structure", "Technical Spillway", "Map", "Contacts", "Inspections" (highlighted with a red box), "Permit Applications", and "Certificate Applications". The main content area shows the "Inspections" tab for "Dams > 029004". It displays dam details: Willis River Dam #4, Dam Inventory Number: 029004, Legacy Number: 02904, Dam Region: 5, Hazard Classification: High, County: Buckingham, Owner Name: Peter Francisco Soil and Water Conservation District, Regional Engineer: Robert VanLier, Inundation Study Date: 03/08/2011, Certificate Type: Conditional Certificate, Certificate Expiration Date: 03/31/2020, and EP Expiration Date: 08/16/2023. Below the details is a table of inspection records. The table has columns for Inspection Date, Condition, Inspection Type, Organization, and Inspector Name. The first row shows an inspection on 10/12/2017 with a Fair condition, performed by an Engineer from Virginia DCR, Division of Soil and Water Conservation, by Charles Wilson. The table is paginated, showing 1 of 10 records.

Inspection Date	Condition	Inspection Type	Organization	Inspector Name
10/12/2017	Fair	Engineer	Virginia DCR, Division of Soil and Water Conservation	Charles Wilson
12/3/2015		Engineer		
10/10/2013		Owner		
11/29/2012		Owner		
11/15/2011		Owner		
10/29/2010		Owner		
9/24/2009		Owner		
6/13/2008		Engineer		
10/27/2004		Owner		
4/30/2002		Engineer		

Figure 8: Inspections Tab

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Adding an Inspection

The following section provides step by step instructions for creating and submitting an inspection report:

1. Click the "Add Inspection" button in the top right-hand corner of the inspections tab.

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and 'Virginia Department of Conservation & Recreation' are visible. The user is logged in as 'james.martin'. The main content area shows details for 'Dam #4' (Willis River Dam #4) with various attributes like Dam Region, Hazard Classification, and Owner Name. Below this, the 'Inspections' tab is active, and the 'Add Inspection' button is highlighted in a red box. A table lists inspection records with columns for Inspection Date, Condition, Inspection Type, Organization, and Inspector Name. The table shows several entries, with the first one dated 10/12/2017 by Charles Wilson. A sidebar on the left contains navigation links for Dams, Administration, My Account, Events, General, Regulated, Watershed, Technical Basics, Technical Hydrology / Hydraulics, Technical Structure, Technical Spillway, Map, Contacts, Inspections, Permit Applications, and Certificate Applications.

Virginia Dam Safety Inventory System

Welcome, "james.martin" Logout

Dams Administration My Account

Home > Dams > 029004

Dam Name: Willis River Dam #4 Dam Region: 5 Owner Name: Peter Francisco Soil and Water Conservation District Certificate Type: Conditional Certificate
Dam Inventory Number: 029004 Hazard Classification: High Certificate Expiration Date: 03/31/2020
Legacy Number: 02904 County: Buckingham Regional Engineer: Robert VanLier EP Expiration Date: 08/16/2023
Inundation Study Date: 03/08/2011

Events Add Inspection

Note: Right click to view actions

Inspection Date	Condition	Inspection Type	Organization	Inspector Name
10/12/2017	Fair	Engineer	Virginia DCR, Division of Soil and Water Conservation	Charles Wilson
12/3/2015		Engineer		
10/10/2013		Owner		
11/29/2012		Owner		
11/15/2011		Owner		
10/29/2010		Owner		
9/24/2009		Owner		
6/13/2008		Engineer		
10/27/2004		Owner		
4/30/2002		Engineer		

1 10

Figure 9: Add Inspection

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2. Enter all information required to start an inspection record (all required fields are indicated by a red asterisk) (Figure 10).
 - a. Inspection Date
 - b. Inspection Type
 - c. Overall condition assessment of impounding structure and appurtenance
 - d. Inspection Contact (**Note!** Contact must be entered under the contacts tab before it will be available in this fields drop down!)
3. Click “Add” to save the inspection record. A new record will be present in the inspections grid (Figure 10).

The screenshot displays the VDSIS web application. At the top, the header includes the DCR logo and the text 'Virginia Dam Safety Inventory System'. Below the header, there is a navigation bar with tabs for 'Dams', 'Administration', and 'My Account'. A user greeting 'Welcome, "james.martin"' and a 'Logout' button are visible on the right. The main content area shows a breadcrumb trail: 'Dams > 029004 > Inspections'. Below this, a summary table provides details about the dam: 'Willis River Dam #4', 'Dam Region: 5', 'Owner Name: Peter Francisco Soil and Water Conservation District', 'Certificate Type: Conditional Certificate', 'Dam Inventory Number: 029004', 'Hazard Classification: High', 'Water Conservation District', 'Certificate Expiration Date: 03/31/2020', 'Legacy Number: 02904', 'County: Buckingham', 'Regional Engineer: Robert VanLier', 'EP Expiration Date: 08/16/2023', and 'Inundation Study Date: 03/08/2011'. The 'New Inspection Information' form is the central focus, with a red asterisk indicating required fields. The 'Add' button is highlighted with a red box. The form sections include: 'General' (Inspection Date: 04/19/2018, Inspection Type: Engineer), 'Embankment' (Has Embankment?: Yes/No), 'Upstream Slope' (Woody vegetation discovered?: Yes/No, Rodent burrows discovered?: Yes/No), and 'Remedial work performed?' (Remedial work performed?: Yes/No). Each section has an 'Additional Comments' text area. The left sidebar contains a list of navigation links: 'Events', 'General', 'Regulated', 'Watershed', 'Technical Basics', 'Technical Hydrology / Hydraulics', 'Technical Structure', 'Technical Spillway', 'Map', 'Contacts', 'Inspections' (highlighted), 'Permit Applications', and 'Certificate Applications'.

Figure 10: Starting a New Inspection Record

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- Click on the new inspection record in the inspections grid to continue editing (Figure 11).

The screenshot displays the VDSIS interface for the Willis River Dam #4. The top navigation bar includes 'Dams', 'Administration', and 'My Account'. The user is logged in as 'James Martin'. The main content area shows dam details and a table of inspection records. The first record, dated 4/19/2018, is highlighted with a red border.

Dam Details:

- Dam Name: Willis River Dam #4
- Dam Inventory Number: 029004
- Legacy Number: 02904
- Dam Region: 5
- Hazard Classification: High
- County: Buckingham
- Owner Name: Peter Francisco Soil and Water Conservation District
- Regional Engineer: Robert VanLier
- Inundation Study Date: 03/08/2011
- Certificate Type: Conditional Certificate
- Certificate Expiration Date: 03/31/2020
- EP Expiration Date: 08/16/2023

Inspection Grid:

Inspection Date	Condition	Inspection Type	Organization	Inspector Name
4/19/2018	Fair	Engineer	Virginia DCR, Division of Soil and Water Conservation	Charles Wilson
4/12/2018	Fair	Emergency	Virginia DCR, Division of Soil and Water Conservation	Charles Wilson
10/12/2017	Fair	Engineer	Virginia DCR, Division of Soil and Water Conservation	Charles Wilson
12/3/2015		Engineer		
10/10/2013		Owner		
11/29/2012		Owner		
11/15/2011		Owner		
10/29/2010		Owner		
9/24/2009		Owner		
6/13/2008		Engineer		

The interface also includes a sidebar with navigation links: Events, General, Regulated, Watershed, Technical Basics, Technical Hydrology / Hydraulics, Technical Structure, Technical Spillway, Map, Contacts, Inspections (selected), Permit Applications, and Certificate Applications. An 'Add Inspection' button is located in the top right corner of the grid area.

Figure 11: Selecting a New Inspection Record

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5. **Note**, the record now has a status field at the top of the form set to “Development”. In a status of development users can populate and edit fields as needed and save as needed (Figure 12).
6. From the “Inspection Details” tab click “Edit” to edit the inspection record (Figure 12).
 - a. Best Practice: Always save as often as possible.
 - b. Note: data types next to some of the data fields. These types indicate if the field is numeric or text. If the wrong data type is entered in a field the system will not allow the user to save.
 - c. If there is no data for a text field enter “NA”.
 - d. If there is no data for a numeric field enter “0”.

DCR Virginia Department of Conservation & Recreation

Virginia Dam Safety Inventory System

Welcome, "james.martin" Logout

Dams Administration My Account

Dams > 029004 > Inspections > 2018-04-12

Dam Name: Willis River Dam #4
Dam Inventory Number: 029004
Legacy Number: 02904

Dam Region: 5
Hazard Classification: High
County: Buckingham

Owner Name: Peter Francisco Soil and Water Conservation District
Regional Engineer: Robert VanLier
Inundation Study Date: 03/08/2011

Certificate Type: Conditional Certificate
Certificate Expiration Date: 03/31/2020
EP Expiration Date: 08/16/2023

Inspection Details

Status: Development

Inspection Date: 4/12/2018
Inspection Type: Emergency

Embankment

Has Embankment?: No

Upstream Slope

Woody vegetation discovered?: No
Rodent burrows discovered?: No
Remedial work performed?: No

Intake Structure

Has Intake Structure?: No

Abutment Contacts

Any Seepage?: No

19

Lar Dis 11a Tab

Figure 12: Editing an Inspection Record

DSIS Participant Submission Guide

7. Once all information in the inspection form is filled out and saved select the inspection “Attachments” tab (Figure 13).
8. From the “Attachments” tab users will be able to attach the required “PE and Owner Signature” document. The attachment must contain an owner signature approving the inspection application or if the inspection was done by a PE the PE’s seal and signature must be present (Figure 13).
 - a. Click “Add Files”.
 - b. Select file for upload.
 - c. Name the attachment name in the following format:
 - i. “DamInventoryNumber_AttachemntCode_SignDate”
 - ii. 029004_SIGN_20180412
 - d. Click “Upload”
9. Optional – Users can upload inspection pictures and other supporting documents under the inspections attachment tab.

DCR Virginia Department of Conservation & Recreation

Virginia Dam Safety Inventory System

Welcome, "James.martin" Logout

Dams Administration My Account

Dams > 029004 > Inspections > 3671

Dam Name: Willis River Dam #4
Dam Inventory Number: 029004
Legacy Number: 02904

Dam Region: 5
Hazard Classification: High
County: Buckingham

Owner Name: Peter Francisco Soil and Water
Conservation District
Regional Engineer: Robert VanLier
Inundation Study Date: 03/08/2011

Certificate Type: Conditional Certificate
Certificate Expiration Date: 03/31/2020
EP Expiration Date: 08/16/2023

Details

Attachments

Add files... Start all Cancel all

File Name	Attachment Name	File Size	Attachment Type	Document Date	Uploaded Date
029004_SIGN_20180412.pdf	029004_SIGN_20180412	0.02 MB	PE and Owner Signature		

Upload Cancel

Notes

To sort click on the column headings
The maximum file size is 30 MB unless otherwise noted
An attachment type of Inundation Study, EP, Inspection Pictures, or As-Built has a maximum file size of 250 MB
Only file types jpg, jpeg, png, gif, pdf, doc, docx, xls, xlsx, pps, ppsx, ppt, pptx, txt, and zip are allowed

Figure 13: Inspection Attachments

10. Go back to the “Inspection Details” tab and change the status field to “Submitted” and click “Save”.
 - a. All data fields must be populated and a “PE and Owner Signature” must be attached to the application or status change will not be saved.
11. Once the inspection application status is set to “Submitted”, the user will be locked out of the application and the application will be sent to a regional engineer for review.

DSIS Participant Submission Guide

Permit Applications

Users can view and add permit applications for a dam through the “Permit Applications” tab (Figure 14). From the permits tab users can view a list of all recorded permit applications for a dam. To view a permit application’s details the user can click on a record from the permits grid.

DCR
Virginia Department of Conservation & Recreation

Virginia Dam Safety Inventory System

Welcome, "james.martin" [Logout](#)

[Dams](#) [Administration](#) [My Account](#)

[Dams](#) > 810002

Dam Name: Kingston Lake Dam
Dam Inventory Number: 810002
Legacy Number: 81002

Dam Region: 3
Hazard Classification: Low, Special
County: City of Virginia Beach

Owner Name: City of Virginia Beach,
Department of Public Works
Regional Engineer: Scott Thomas
Inundation Study Date: 10/15/2013

Certificate Type: Conditional Certificate
Certificate Expiration Date: 03/31/2020
EP Expiration Date: 10/01/2019

Events [Add Permit](#)

General Note: Right click to view actions

Status	Permit Type	Approval Date	Expiration Date	Plans And Specifications Date	Issued By
Archive	Alteration Permit	11/30/2013	11/30/2015		
Approved	Alteration Permit	12/15/2017	12/15/2018	11/10/2017	Darryl Glover

Regulated

Watershed

Technical Basics

Technical Hydrology /
Hydraulics

Technical Structure

Technical Spillway

Map

Contacts

Inspections

Permit Applications

Certificate Applications

Figure 14: Permit Applications Tab

DSIS Participant Submission Guide

Adding a Permit

The following section details step by step instructions for creating and submitting alteration and construction permits:

1. Click the "Add Permit" button in the top right-hand corner of the permits tab (Figure 15).

The screenshot displays the VDSIS web application interface. At the top, the header includes the DCR logo and the text "Virginia Dam Safety Inventory System". Below the header, there are navigation tabs: "Dams", "Administration", and "My Account". A welcome message "Welcome, 'james.martin'" and a "Logout" button are visible. The main content area shows the "Dams" tab selected, with a breadcrumb "Dams > 810002". Below this, there is a summary of dam information: "Dam Name: Kingston Lake Dam", "Dam Inventory Number: 810002", "Legacy Number: 81002", "Dam Region: 3", "Hazard Classification: Low, Special", "County: City of Virginia Beach", "Owner Name: City of Virginia Beach, Department of Public Works", "Regional Engineer: Scott Thomas", "Inundation Study Date: 10/15/2013", "Certificate Type: Conditional Certificate", "Certificate Expiration Date: 03/31/2020", and "EP Expiration Date: 10/01/2019". On the right side of the main content area, there is a red-bordered button labeled "Add Permit". Below the summary, there is a table with columns: "Status", "Permit Type", "Approval Date", "Expiration Date", "Plans And Specifications Date", and "Issued By". The table contains two rows: "Archive" and "Approved". The "Approved" row shows "Alteration Permit", "12/15/2017", "12/15/2018", "11/10/2017", and "Darryl Glover". A "Note: Right click to view actions" is present above the table. The left sidebar contains a list of navigation links: "Events", "General", "Regulated", "Watershed", "Technical Basics", "Technical Hydrology / Hydraulics", "Technical Structure", "Technical Spillway", "Map", "Contacts", "Inspections", "Permit Applications", and "Certificate Applications". The "Permit Applications" link is highlighted in blue.

Virginia Dam Safety Inventory System

Welcome, "james.martin" Logout

Dams Administration My Account

Dams > 810002

Dam Name: Kingston Lake Dam
Dam Inventory Number: 810002
Legacy Number: 81002

Dam Region: 3
Hazard Classification: Low, Special
County: City of Virginia Beach

Owner Name: City of Virginia Beach,
Department of Public Works
Regional Engineer: Scott Thomas
Inundation Study Date: 10/15/2013

Certificate Type: Conditional Certificate
Certificate Expiration Date: 03/31/2020
EP Expiration Date: 10/01/2019

Events Add Permit

Note: Right click to view actions

Status	Permit Type	Approval Date	Expiration Date	Plans And Specifications Date	Issued By
Archive	Alteration Permit	11/30/2013	11/30/2015		
Approved	Alteration Permit	12/15/2017	12/15/2018	11/10/2017	Darryl Glover

1 10

Permit Applications

Figure 15: Add Permit

DSIS Participant Submission Guide

2. Enter all required information to start a permit application (all required fields are indicated by a red asterisk) (Figure 16).
 - a. Permit Type
 - b. Proposed Construction/Alteration
3. Click “Add” to save the permit record. A new record will be present in the permits grid (Figure 16).

The screenshot displays the VDSIS interface for creating a new permit application. The header shows the DCR logo and the system name. The navigation bar includes links for Dams, Administration, and My Account. The main content area shows the 'New Permit Information' form for the Kingston Lake Dam. The form includes a sidebar with navigation links and a main section with various input fields. The 'Add' button is highlighted with a red box.

Virginia Dam Safety Inventory System

Welcome, "james.martin" [Logout](#)

Dams Administration My Account

Dams > 810002 > Permit Applications

Dam Name: Kingston Lake Dam Dam Region: 3 Owner Name: City of Virginia Beach, Department of Public Works Certificate Type: Conditional Certificate
Dam Inventory Number: 810002 Hazard Classification: Low, Special Certificate Expiration Date: 03/31/2020
Legacy Number: 81002 County: City of Virginia Beach Regional Engineer: Scott Thomas EP Expiration Date: 10/01/2019
Inundation Study Date: 10/15/2013

***Required Fields** **New Permit Information** [Add](#) [Cancel](#)

Events

General Permit Type: *

Regulated Permit Approval Date:

Watershed Permit Expiration Date:

Technical Basics Plans and Specifications Date:

Technical Hydrology / Hydraulics Designed By:

Technical Structure Constructed By:

Technical Spillway Proposed Construction/Alteration: *

Map Federal Involvement Design: [+ Add Federal Involvement Design](#)

Contacts Federal Involvement Construction:

Inspections

Permit Applications

Certificate Applications

Figure 16: Start a New Permit Application

DSIS Participant Submission Guide

- Click on the new permit record in the permits grid (Figure 17).

DCR
Virginia Department of Conservation & Recreation

Virginia Dam Safety Inventory System

Dams Administration My Account

Welcome, "james.martin" Logout

➤ Dams ➤ 810002

Dam Name: Kingston Lake Dam
Dam Inventory Number: 810002
Legacy Number: 81002

Dam Region: 3
Hazard Classification: Low, Special
County: City of Virginia Beach

Owner Name: City of Virginia Beach,
Department of Public Works
Regional Engineer: Scott Thomas
Inundation Study Date: 10/15/2013

Certificate Type: Conditional Certificate
Certificate Expiration Date: 03/31/2020
EP Expiration Date: 10/01/2019

Events Add Permit

General Note: Right click to view actions

Status	Permit Type	Approval Date	Expiration Date	Plans And Specifications Date	Issued By
Archive	Alteration Permit	11/30/2013	11/30/2015		
Approved	Alteration Permit	12/15/2017	12/15/2018	11/10/2017	Darryl Glover
Development	Alteration Permit				

Technical Basics

Technical Hydrology / Hydraulics

Technical Structure

Technical Spillway

Map

Contacts

Inspections

Permit Applications

Certificate Applications

Figure 17: Select New Permit Application

DSIS Participant Submission Guide

5. Note the record now has a status field at the top of the form set to “Development”. In a status of development users can populate and edit fields and save as needed (Figure 18).
6. From the “Permit Details” tab click “Edit” to edit the permit application (Figure 18).
 - a. Best Practice: Always save as often as possible.
 - b. Note: data types next to some of the data fields. These types indicate if the field is numeric or text. If the wrong data type is entered in a field the system will not allow the user to save.
 - c. If there is no data for a text field enter “NA”.
 - d. If there is no data for a numeric field enter “0”.

The screenshot displays the VDSIS interface. At the top, the DCR logo and 'Virginia Dam Safety Inventory System' are visible. The user is logged in as 'james.martin'. The breadcrumb trail shows 'Dams > 810002 > Permit Applications > 287'. The form contains the following information:

Dam Name: Kingston Lake Dam	Dam Region: 3	Owner Name: City of Virginia Beach, Department of Public Works	Certificate Type: Conditional Certificate
Dam Inventory Number: 810002	Hazard Classification: Low, Special	Regional Engineer: Scott Thomas	Certificate Expiration Date: 03/31/2020
Legacy Number: 81002	County: City of Virginia Beach	Inundation Study Date: 10/15/2013	EP Expiration Date: 10/01/2019

The 'Permit Details' tab is active. The 'Status' field is set to 'Development' and is highlighted with a red box. The 'Edit' button is also highlighted with a red box. Other fields include 'Permit Type: Alteration Permit', 'Permit Approval Date:', 'Permit Expiration Date:', 'Plans and Specifications Date:', 'Date entered: 4/13/2018', 'Issued By:', 'Designed By:', 'Constructed By:', 'Proposed Construction/Alteration: Repair Intake.', 'Federal Involvement Design:', 'Federal Involvement Construction:', and 'Datum used for elevations:'.

Figure 18: Editing a Permit Application

DSIS Participant Submission Guide

7. Once all information in the permit form is filled out and saved select the permits “Attachments” tab (Figure 19).
8. From the “Attachments” tab users will be able to attach the required “PE and Owner Signature” document. The attachment must contain an owner signature and PE seal with signature.
 - a. Click “Add Files”.
 - b. Select file for upload.
 - c. Name the attachment name in the following format:
 - i. “Dam Inventory_Number_Attachemnt Code_Sign Date”
 - ii. 029004_SIGN_20180412
 - d. Click “Upload”
9. Optional – Users can upload design plans and other supporting documents under the permits attachment tab.

Virginia Dam Safety Inventory System

Welcome, "James Martin" Logout

Dams Administration My Account

Dams > 810002 > Permits > 287

Dam Name: Kingston Lake Dam
Dam Inventory Number: 810002
Legacy Number: 81002

Dam Region: 3
Hazard Classification: Low, Special
County: City of Virginia Beach

Owner Name: City of Virginia Beach, Department of Public Works
Regional Engineer: Scott Thomas
Inundation Study Date: 10/15/2013

Certificate Type: Conditional Certificate
Certificate Expiration Date: 03/31/2020
EP Expiration Date: 10/01/2019

Details Attachments

Add files... Start all Cancel all

File Name	Attachment Name	File Size	Attachment Type	Document Date	Uploaded Date
810002_SIGN_20180412.pdf	810002_SIGN_20180412	0.02 MB	PE and Owner Signature		Upload Cancel

Notes

To sort click on the column headings

The maximum file size is 30 MB unless otherwise noted

An attachment type of Inundation Study, EP, Inspection Pictures, or As-Built has a maximum file size of 250 MB

Only file types jpg, jpeg, png, gif, pdf, doc, docx, xls, xlsx, pps, ppsx, ppt, pptx, txt, and zip are allowed

Figure 19: Permit Application Attachments

10. Go back to the “Details” tab and change the status field to "Submitted" and click “Save”.
 - a. All data fields must be populated and a “PE and Owner Signature” must be attached to the application or status change will not be saved.
11. Once the permit application status is set to “Submitted”, the user will be locked out of the application and the application will be sent to a regional engineer for review.

DSIS Participant Submission Guide

Certificate Applications

Participants can add, view, and edit (if in a status of “Development”) certificate applications for a dam through the “Certificate Applications” tab (Figure 20). On the “Certificates Application” tab a list of all recorded certificate applications for the dam will be displayed. Participants can view and edit the details of a record by left clicking on a record.

The screenshot displays the VDSIS web application. At the top, the DCR logo and "Virginia Dam Safety Inventory System" are visible. The user is logged in as "James Martin". The left sidebar contains navigation tabs: Dams, Administration, My Account, Events, General, Regulated, Watershed, Technical Basics, Technical Hydrology / Hydraulics, Technical Structure, Technical Spillway, Map, Contacts, Inspections, Permit Applications, and Certificate Applications (highlighted with a red box). The main content area shows details for dam 029004, including its name, region, owner, and certificate type. Below this, a table lists certificate applications with columns for Status, Certificate Type, Approval Date, Effective Date, and Expiration Date. The table shows two records: one Submitted and one Archived, both with Conditional Certificate status. A red box highlights the "Certificate Applications" tab in the sidebar.

DCR
Virginia Department of Conservation & Recreation

Virginia Dam Safety Inventory System

Welcome, "James Martin" Logout

Dams Administration My Account

➤ Dams ➤ 029004

Dam Name: Willis River Dam #4
Dam Inventory Number: 029004
Legacy Number: 02904

Dam Region: 5
Hazard Classification: High
County: Buckingham

Owner Name: Peter Francisco Soil and Water
Conservation District
Regional Engineer: Robert VanLier
Inundation Study Date: 03/08/2011

Certificate Type: Conditional Certificate
Certificate Expiration Date: 03/31/2020
EP Expiration Date: 08/16/2023

Events Add Certificate

General Note: Right click to view actions

Status	Certificate Type	Approval Date	Effective Date	Expiration Date
Submitted	Conditional Certificate	3/31/2018	3/31/2018	3/31/2020
Archive	Conditional Certificate	3/31/2016		3/31/2018

Technical Basics

Technical Hydrology /
Hydraulics

Technical Structure

Technical Spillway

Map

Contacts

Inspections

Permit Applications

Certificate Applications

Figure 20: Certificate Applications Tab

DSIS Participant Submission Guide

Adding a Certificate

The following section provides step by step details on how to create and submit a conditional or regular certificate for DCR review and acceptance.

1. Click the "Add Certificate" button in the top right-hand corner of the certificates tab (Figure 21).

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and 'Virginia Department of Conservation & Recreation' are visible. The system title 'Virginia Dam Safety Inventory System' is in the top right. Below the header, there are tabs for 'Dams', 'Administration', and 'My Account'. A user greeting 'Welcome, "James.martin"' and a 'Logout' button are present. The main content area shows details for 'Dams > 029004', including Dam Name, Inventory Number, Legacy Number, Dam Region, Hazard Classification, County, Owner Name, Conservation District, Regional Engineer, Inundation Study Date, Certificate Type, Certificate Expiration Date, and EP Expiration Date. A sidebar on the left lists various sections: Events, General, Regulated, Watershed, Technical Basics, Technical Hydrology / Hydraulics, Technical Structure, Technical Spillway, Map, Contacts, Inspections, Permit Applications, and Certificate Applications. The 'Certificate Applications' section is highlighted with a red box. In the top right corner of the main content area, an 'Add Certificate' button is also highlighted with a red box. Below the details, there is a table with columns for Status, Certificate Type, Approval Date, Effective Date, and Expiration Date. The table contains two rows: 'Submitted' and 'Archive', both with a 'Conditional Certificate' type. A pagination bar at the bottom of the table shows '1' of 10 items.

Status	Certificate Type	Approval Date	Effective Date	Expiration Date
Submitted	Conditional Certificate	3/31/2018	3/31/2018	3/31/2020
Archive	Conditional Certificate	3/31/2016		3/31/2018

Figure 21: Add a Certificate Application

DSIS Participant Submission Guide

2. Enter all required information for the certificate application (all required fields are indicated by a red asterisk) (Figure #). The following fields are required to start a new certificate application:
 - a. Certificate Date
 - b. Operation of Control Gates & Spillways
 - c. Operation of Impoundment Drain
3. Click “Add” to save the certificate application. A new record will be present in the certificate applications grid (Figure #).

The screenshot displays the VDSIS web application. At the top, the DCR logo and 'Virginia Department of Conservation & Recreation' are visible. The page title is 'Virginia Dam Safety Inventory System'. A navigation bar includes 'Dams', 'Administration', and 'My Account'. A user greeting 'Welcome, "james.martin"' and a 'Logout' button are on the right. The main content area shows a breadcrumb trail: 'Dams > 029004 > Certificate Applications'. Below this, a summary table lists dam details: Willis River Dam #4, Inventory Number: 029004, Legacy Number: 02904, Dam Region: 5, Hazard Classification: High, County: Buckingham, Owner Name: Peter Francisco Soil and Water Conservation District, Regional Engineer: Robert VanLier, Inundation Study Date: 03/08/2011, Certificate Type: Conditional Certificate, Certificate Expiration Date: 03/31/2020, and EP Expiration Date: 08/16/2023. The 'New Certificate Information' form is the central focus, with a red asterisk indicating required fields. It includes a 'Certificate Type' dropdown menu (set to 'Regular Operation and Maintenance Certificate'), three date input fields for 'Certificate Approval Date', 'Certificate Expiration Date', and 'Certificate Effective Date', and a 'Federal Involvement Operation' dropdown menu. A sidebar on the left lists navigation options: Events, General, Regulated, Watershed, Technical Basics, Technical Hydrology / Hydraulics, Technical Structure, Technical Spillway, Map, Contacts, Inspections, Permit Applications, and Certificate Applications (highlighted). The 'Operating Plan & Schedule' section contains two text input fields: 'Operation of Control Gates & Spillways' and 'Operation of Impoundment Drain', both with 'Example' text. An 'Add' button is highlighted with a red box, and a 'Cancel' button is also present.

Figure 22: Start a New Certificate Application

DSIS Participant Submission Guide

- Click on the new certificate record in the certificate applications grid (Figure 23).

The screenshot displays the VDSIS interface for dam 029004. The top navigation bar includes 'Dams', 'Administration', and 'My Account'. The main content area shows dam details and a table of certificate applications. The 'Development' certificate application is highlighted with a red box.

Dam Details:

- Dam Name: Willis River Dam #4
- Dam Inventory Number: 029004
- Legacy Number: 02904
- Dam Region: 5
- Hazard Classification: High
- County: Buckingham
- Owner Name: Peter Francisco Soil and Water Conservation District
- Regional Engineer: Robert VanLier
- Inundation Study Date: 03/08/2011
- Certificate Type: Conditional Certificate
- Certificate Expiration Date: 03/31/2020
- EP Expiration Date: 08/16/2023

Certificate Applications Table:

Status	Certificate Type	Approval Date	Effective Date	Expiration Date
Archive	Conditional Certificate	3/31/2016		3/31/2018
Submitted	Conditional Certificate	3/31/2018	3/31/2018	3/31/2020
Development	Regular Operation and Maintenance Certificate			

The 'Development' row is highlighted with a red box. The table includes a pagination bar at the bottom showing '1' of 10 items.

Figure 23: Select a New Certificate Application

DSIS Participant Submission Guide

5. Once back in the certificate application note how the application now has a status field at the top of the form set to “Development” (Figure 24). In a status of development users can populate and edit fields and save as needed.
6. From the “Certificate Details” tab click “Edit” to edit the certificate application (Figure #). Once in an edit session fill out all data fields (Figure 24).
 - a. Best Practice: Always save as often as possible.
 - b. Note: data types next to some of the data fields. These types indicate if the field is numeric or text. If the wrong data type is entered in a field the system will not allow the user to save.
 - c. If there is no data for a text field enter “NA”.
 - d. If there is no data for a numeric field enter “0”.

DCR Virginia Department of Conservation & Recreation

Virginia Dam Safety Inventory System

Welcome, "james.martin" Logout

Dams Administration My Account

➤ Dams ➤ 029004 ➤ Certificate Applications ➤ 4136

Dam Name: Willis River Dam #4	Dam Region: 5	Owner Name: Peter Francisco Soil and Water Conservation District	Certificate Type: Conditional Certificate
Dam Inventory Number: 029004	Hazard Classification: High	Regional Engineer: Robert VanLier	Certificate Expiration Date: 03/31/2020
Legacy Number: 02904	County: Buckingham	Inundation Study Date: 03/08/2011	EP Expiration Date: 08/16/2023

Certificate Details Edit

Status: Development

Certificate Type: Regular Operation and Maintenance Certificate

Certificate Approval Date:

Certificate Expiration Date:

Certificate Effective Date:

Federal Involvement Operation:

Operating Plan & Schedule

Operation of Control Gates & Spillways:	Example
Operation of Impoundment Drain:	Example

Figure 24: Edit a Certificate Application

DSIS Participant Submission Guide

7. Once all information in the certificate application is filled out and saved, select the certificate applications “Attachments” tab (Figure 25).
8. From the “Attachments” tab users will be able to attach the required “PE and Owner Signature” document. The attachment must contain an owner signature and a PE’s seal with signature (Figure 25).
 - a. Click “Add Files”.
 - b. Select file for upload.
 - c. Name the attachment name in the following format:
 - i. “Dam InventoryNumber_AttachemntCode_SignDate”
 - ii. 029004_SIGN_20180412
 - d. Click “Upload”
9. Optional – Users can upload other supporting documents under the certificates attachment tab.

Virginia Dam Safety Inventory System

Welcome, "james.martin" Logout

Dams Administration My Account

Dams > 029004 > Certificate > 4150

Dam Name: Willis River Dam #4
Dam Inventory Number: 029004
Legacy Number: 02904

Dam Region: 5
Hazard Classification: High
County: Buckingham

Owner Name: Peter Francisco Soil and Water
Conservation District
Regional Engineer: Robert VanLier
Inundation Study Date: 03/08/2011

Certificate Type: Conditional Certificate
Certificate Expiration Date: 03/31/2020
EP Expiration Date: 08/16/2023

Details

Attachments

Add files... Start all Cancel all

File Name	Attachment Name	File Size	Attachment Type	Document Date	Uploaded Date
029004_SIGN_20180412.pdf	029004_SIGN_20180412	0.02 MB	PE and Owner Signature		

Upload Cancel

Notes

To sort click on the column headings
The maximum file size is 30 MB unless otherwise noted
An attachment type of Inundation Study, EP, Inspection Pictures, or As-Built has a maximum file size of 250 MB
Only file types jpg, jpeg, png, gif, pdf, doc, docx, xls, xlsx, pps, ppsx, ppt, pptx, txt, and zip are allowed

Figure 25: Certificate Applications Attachments

10. Go back to the “Certificates Details” tab and change the status field to "Submitted" and click “Save”.
 - a. All data fields must be populated and a “PE and Owner Signature” must be attached to the application or status change will not be saved.
11. Once the inspection application status is set to “Submitted”, the user will be locked out of the application and the application will be sent to a regional engineer for review.

DSIS Participant Submission Guide

Emergency Plans

Users can add, view, and edit emergency plans for a dam through the “Emergency Plans” tab (Figure 26). On the emergency plans tab users will see a grid displaying all emergency plans on record. By left clicking on a row in the grid users can view or edit the details of an emergency plan.

The screenshot shows the DSIS web application interface. At the top, there are tabs for 'Dams', 'Administration', and 'My Account'. The 'Dams' tab is selected, and the breadcrumb path is 'Dams > 029004'. The user is logged in as 'james.martin'.

Below the breadcrumb, there is a summary section for Dam 029004 (Willis River Dam #4). It displays the following information:

- Dam Name:** Willis River Dam #4
- Dam Inventory Number:** 029004
- Legacy Number:** 02904
- Dam Region:** 5
- Hazard Classification:** High
- County:** Buckingham
- Owner Name:** Peter Francisco Soil and Water Conservation District
- Regional Engineer:** Robert VanLier
- Inundation Study Date:** 03/08/2011
- Certificate Type:** Conditional Certificate
- Certificate Expiration Date:** 03/31/2020
- EP Expiration Date:** 08/16/2023

Below the summary, there is a sidebar on the left with various navigation options: Events, General, Regulated, Watershed, Technical Basics, Technical Hydrology / Hydraulics, Technical Structure, Technical Spillway, Map, Contacts, Inspections, Permit Applications, Certificate Applications, and Emergency Plans. The 'Emergency Plans' option is highlighted with a red box.

On the right side of the 'Emergency Plans' tab, there is a table displaying the emergency plans. The table has four columns: Status, EP Type, Approval Date, and Expiration Date. There are two rows of data:

Status	EP Type	Approval Date	Expiration Date
Archive	EAP	7/2/2008	7/2/2014
Development	EAP	8/16/2017	8/16/2023

Below the table, there are pagination controls showing 10 items per page and a total of 10 items.

Figure 26: Emergency Plans Tab

DSIS Participant Submission Guide

Adding an Emergency Plan

The following sections provides step by step instructions on how to create and submit an emergency plan:

1. Click the "Add EP" button in the top right-hand corner of the emergency plans tab (Figure 27).

The screenshot displays the DSIS Participant Submission Guide interface. At the top, there are navigation tabs: "Dams", "Administration", and "My Account". The "Dams" tab is selected, showing a breadcrumb trail: "Dams > 029004". Below this, a summary section for "Willis River Dam #4" (Inventory Number: 029004, Legacy Number: 02904) is shown, including details like Dam Region (5), Hazard Classification (High), County (Buckingham), Owner Name (Peter Francisco Soil and Water), Conservation District, Regional Engineer (Robert VanLier), Inundation Study Date (03/08/2011), Certificate Type (Conditional Certificate), Certificate Expiration Date (03/31/2020), and EP Expiration Date (08/16/2023).

On the left side, a sidebar lists various sections: "Events", "General", "Regulated", "Watershed", "Technical Basics", "Technical Hydrology / Hydraulics", "Technical Structure", "Technical Spillway", "Map", "Contacts", "Inspections", "Permit Applications", "Certificate Applications", and "Emergency Plans". The "Emergency Plans" section is highlighted with a blue bar at the bottom.

In the main content area, under the "Events" section, there is a table with columns: "Status", "EP Type", "Approval Date", and "Expiration Date". The table contains two rows: "Archive" (Status) and "Development" (Status), both with "EAP" as the EP Type. The "Approval Date" for "Archive" is 7/2/2008, and for "Development" is 8/16/2017. The "Expiration Date" for "Archive" is 7/2/2014, and for "Development" is 8/16/2023. A pagination bar at the bottom of the table shows "1" of 10 items.

In the top right corner of the "Events" section, there is a blue button labeled "Add EP", which is highlighted with a red box in the image.

Figure 27: Add an Emergency Plan

DSIS Participant Submission Guide

2. Enter all required information for the emergency plan (all required fields are indicated by a red asterisk) (Figure 28).
 - a. E911 Address
 - b. E911 Address Description
 - c. Plan Type
 - d. Total Depth in Emergency Spillway Before Overtopping (Decimal-Feet)
3. Click “Add” to save the emergency plan record. A new record will be present in the emergency plan grid (Figure 28).

The screenshot displays the 'New EP Information' form in the DSIS web application. The form is titled 'New EP Information' and includes a red asterisk indicating required fields. The form is divided into several sections: General, Regulated, Watershed, Technical Basics, Technical Hydrology / Hydraulics, Technical Structure, Technical Spillway, Map, Contacts, Inspections, Permit Applications, Certificate Applications, and Emergency Plans. The 'Emergency Plans' section is currently active. The form includes the following fields:

- E911 Address:** Street (123 Fake St), Street 2 (empty), City (Fakeville), State (VA), Zip (12345).
- E911 Address Description:** Indicates directions to dam location.
- Plan Type:** EAP (selected from a dropdown menu).
- Dam Deficiencies:** (empty text area with a '+ Add Dam Deficiencies' link).
- Methods of Notification and Warning:** (empty dropdown menu with a '+ Add Method of Notifications' link).
- Methods of Notification and Warning Description:** (empty text area).

The 'Add' button is highlighted with a red box, and the 'Cancel' button is also visible.

Figure 28: Start a New Emergency Plan

DSIS Participant Submission Guide

- Click on the new emergency plan record in the inspections grid (Figure 29).

The screenshot displays the DSIS Participant Submission Guide interface. At the top, there are tabs for 'Dams', 'Administration', and 'My Account'. The 'Dams' tab is selected, showing a breadcrumb 'Dams > 029004'. Below this, a summary section provides details for 'Willis River Dam #4', including its inventory number (029004), region (5), hazard classification (High), county (Buckingham), owner name (Peter Francisco Soil and Water Conservation District), regional engineer (Robert VanLier), and certificate type (Conditional Certificate). The certificate expiration date is 03/31/2020, and the EP expiration date is 08/16/2023. The inundation study date is 03/08/2011.

On the left side, there is a sidebar with various navigation options: 'Events', 'General', 'Regulated', 'Watershed', 'Technical Basics', 'Technical Hydrology / Hydraulics', 'Technical Structure', 'Technical Spillway', 'Map', 'Contacts', 'Inspections', 'Permit Applications', 'Certificate Applications', and 'Emergency Plans'. The 'Emergency Plans' option is highlighted with a blue bar.

The main content area shows a table of emergency plans. The table has four columns: 'Status', 'EP Type', 'Approval Date', and 'Expiration Date'. The 'Status' column has a dropdown arrow. The 'EP Type' column has a dropdown arrow. The 'Approval Date' column has a dropdown arrow. The 'Expiration Date' column has a dropdown arrow. The table contains three rows: 'Archive', 'Development', and 'Development'. The 'Development' row is highlighted with a red box. The 'Development' row has an 'Approval Date' of 8/16/2017 and an 'Expiration Date' of 8/16/2023. The 'Archive' row has an 'Approval Date' of 7/2/2008 and an 'Expiration Date' of 7/2/2014. The 'Development' row has an 'Approval Date' of 8/16/2017 and an 'Expiration Date' of 8/16/2023.

At the bottom of the table, there is a pagination control showing '1' of 10 items.

Note: Right click to view actions

Figure 29: Select a New Emergency Plan

DSIS Participant Submission Guide

5. Note the record now has a status field at the top of the form set to “Development”. In a status of development users can populate and edit fields as needed and save as they please (Figure 30).
6. From the “Emergency Plan Details” tab click “Edit” to edit the inspection application (Figure 30).
 - a. Best Practice: Always save as often as possible.
 - b. Note: data types next to some of the data fields. These types indicate if the field is numeric or text. If the wrong data type is entered in a field the system will not allow the user to save.
 - c. If there is no data for a text field enter “NA”.
 - d. If there is no data for a numeric field enter “0”.

The screenshot displays the 'Emergency Plan Details' form in the DSIS system. At the top, there are navigation tabs: 'Dams', 'Administration', and 'My Account'. The user is logged in as 'james.martin'. The breadcrumb trail shows the path: 'Dams > 029004 > EPs > 766'. The form header contains metadata: 'Dam Name: Willis River Dam #4', 'Dam Region: 5', 'Owner Name: Peter Francisco Soil and Water Conservation District', 'Certificate Type: Conditional Certificate', 'Dam Inventory Number: 029004', 'Hazard Classification: High', 'Water Conservation District', 'Certificate Expiration Date: 03/31/2020', 'Legacy Number: 02904', 'County: Buckingham', 'Regional Engineer: Robert VanLier', 'EP Expiration Date: 08/16/2023', and 'Inundation Study Date: 03/08/2011'. The main section is titled 'EP Details' and includes a sidebar with 'Details', 'Contacts', and 'Attachments'. The 'Status' field is highlighted with a red box and shows 'Development'. An 'Edit' button is also highlighted with a red box. Other fields include 'E911 Address' (123 Fake St, Fakeville, VA 12345), 'E911 Address Description' (Directions to location of the dam.), 'Plan Type' (EAP), 'Dam Deficiencies', 'Methods of Notification and Warning', 'Downstream Dam in Inundation Zones (6-Digit Id)', 'EP Required By Submitting Agency', 'Submitted To VDEM', 'Submitted To EOC', 'Plan Approval Date', 'Plan Expiration Date', and 'Total Depth in Emergency Spillway Before Overtopping (Decimal-Feet)' (1).

EP Details	
Status:	Development
E911 Address:	123 Fake St Fakeville, VA 12345
E911 Address Description:	Directions to location of the dam.
Plan Type:	EAP
Dam Deficiencies:	
Methods of Notification and Warning:	
Methods of Notification and Warning Description:	
Downstream Dam in Inundation Zones (6-Digit Id):	
EP Required By Submitting Agency:	
Submitted To VDEM:	
Submitted To EOC:	
Plan Approval Date:	
Plan Expiration Date:	
Total Depth in Emergency Spillway Before Overtopping (Decimal-Feet):	1

Figure 30: Edit an Emergency Plan

DSIS Participant Submission Guide

- Once the application form has been completed go to the contacts tab of the EP Details page and add all emergency contacts to the emergency plan (Figure 31).
- From the EP Details Contacts tab add contacts by clicking the “Add Contact to EP” button (Figure 31).

Dams
Administration
My Account
Welcome, "James.martin"
Logout

Dams > 029004 > EPs

Dam Name: Willis River Dam #4
Dam Inventory Number: 029004
Legacy Number: 02904

Dam Region: 5
Hazard Classification: High
County: Buckingham

Owner Name: Peter Francisco Soil and Water Conservation District
Regional Engineer: Robert VanLier
Inundation Study Date: 03/08/2011

Certificate Type: Conditional Certificate
Certificate Expiration Date: 03/31/2020
EP Expiration Date: 08/16/2023

Details
Contacts
Attachments

EP Contacts
Add Contact To EP

Contact Type	Name	Email	Organization	Phone Number	Primary
No records found					

Supply & Resource Contacts

Contact Type	Name	Email	Organization	Phone Number	Primary
No records found					

Dams Contacts

Contact Type	Name	Email	Organization	Phone Number	Primary
Owner Representative	Kelly Snoddy	kelly.snoddy@vaswcd.org	Peter Francisco Soil and Water Conservation District	(434) 983-7923(Office)	yes
Owner Professional Engineer	Charles Wilson	charles.wilson@dcv.virginia.gov	Virginia DCR, Division of Soil and Water Conservation	(804) 371-6233(Office)	no
Owner	M. Todd Smith	peterfranciscoswcd@gmail.com	Peter Francisco Soil and Water Conservation District	(434) 983-7923(Office)	no
Owner Representative	Sherry Ragland	sherry.ragland@vaswcd.org	Peter Francisco Soil and Water Conservation District	(434) 983-7923(Office)	no

Figure 31: Emergency Plans Contacts Tab

DSIS Participant Submission Guide

9. To add contacts, the user can select “Add Contact” (Existing) or “Add New Contact” (Figure 32). Adding contacts to an EP functions the same way as adding a contact to a dam. For details on adding contacts see the first section of this document “Contacts”.

Navigation: Dams | Administration | My Account | Welcome, "james.martin" | Logout

Breadcrumbs: Dams > 029004 > EAPs > Contacts

Metadata:

- Dam Name: Willis River Dam #4
- Dam Inventory Number: 029004
- Legacy Number: 02904
- Dam Region: 5
- Hazard Classification: High
- County: Buckingham
- Owner Name: Peter Francisco Soil and Water Conservation District
- Regional Engineer: Robert VanLier
- Inundation Study Date: 03/08/2011
- Certificate Type: Conditional Certificate
- Certificate Expiration Date: 03/31/2020
- EP Expiration Date: 08/16/2023

Buttons: Add Contact | Add New Contact

	Full Name	Organization	Primary Email	Phone Number
<input type="radio"/>	Ms. Grissinger	Ms. Grissinger		
<input type="radio"/>	David Voncenti	Mary B. Sheridan Trust		(434) 823-1860 (Office)
<input type="radio"/>	c/o Alumni Association	Virginia Polo Inc.		
<input type="radio"/>	John Birdsall	Birdsall, John		
<input type="radio"/>	Charles R. or Kimberly S. Cory	Cory, Charles R. or Kimberly S.		
<input type="radio"/>	Samuel Stanhope II or Janice M Walker	Walker, Samuel Stanhope II or Janice M.		
<input type="radio"/>	Jennie Sue Minor Trustee	Minor, Jennie Sue Trust		
<input type="radio"/>	Jennie Sue Minor, Trustee	Minor, Jennie Sue		
<input type="radio"/>	c/o Alumni Association	UVA Polo Club		
<input type="radio"/>	Van Cliff, Barry R; Daniel G. Van Cliff Jr. & Bank of America Co.-TRS etal	Van Cliff, Barry R; Daniel G. Van Cliff Jr. & Bank of America Co.-TRS etal		
<input type="radio"/>	Edgar N. Jr. or Patricia Carter G. Garnett	Garnett, Edgar N. Jr., or Patricia Carter G.		
<input type="radio"/>	Ron Cottrell	Martha Jefferson Hospital		(434) 982-7303 (Office)
<input type="radio"/>	Michael Spatz	Martha Jeffeson Hospital		(434) 982-7038 (Office)
<input type="radio"/>	W. Cary Brent	Keswick Corporation		(434) 923-4320 (Office)
<input type="radio"/>	Florence Wilson	Wilson, Florence		(540) 832-2812 (Office)

Figure 32: Adding Contacts to an Emergency Plan

10. Once a contact is added the user will be prompted to indicate (Figure #):
 - a. Primary – Is the primary emergency contact.
 - b. EP Contact Type – Indicates the emergency role of the contact.

Add Contact [X]

Primary: * ☒ Yes ☐ No

EP Contact Type: * Dam Operator ▼

Cancel Save

Figure 33: Emergency Plan Contact Types

DSIS Participant Submission Guide

11. Once the emergency contact has been added, the contact will be present in the EP Contacts grid (Figure 34). Users can click on any contact record to view the details of a contact. All of the following contact types must be added to the EP Contacts before submittal:

- a. Dam Operator
- b. Alternative Dam Operator
- c. Rain Gauge Observer
- d. Alternate Observer
- e. 24-Hour Dispatch Center
- f. Local Government Emergency Services Coordinator
- g. Transportation Administrator
- h. National Weather Service Contact
- i. Consulting Engineer

The screenshot displays the DSIS Participant Submission Guide interface. At the top, there are navigation tabs: 'Dams', 'Administration', and 'My Account'. A user greeting 'Welcome, "james.martin"' and a 'Logout' button are visible. Below the navigation, a breadcrumb trail shows 'Dams > 029004 > EPs'. The main content area is divided into two sections: 'EP Contacts' and 'Supply & Resource Contacts'. The 'EP Contacts' section features a table with columns: 'Contact Type', 'Name', 'Email', 'Organization', 'Phone Number', and 'Primary'. A red box highlights the first row, which contains the contact information for John Birdsall, a Dam Operator. The 'Supply & Resource Contacts' section below it shows 'No records found'. A sidebar on the left contains links for 'Details', 'Contacts', and 'Attachments'. A 'Note: Right click to view actions' is present at the bottom right of the 'EP Contacts' table.

Contact Type	Name	Email	Organization	Phone Number	Primary
Dam Operator	John Birdsall		Birdsall, John		yes

Figure 34: Added Emergency Contact

DSIS Participant Submission Guide

12. Once all information in the emergency plan form and emergency contacts have been filled out and saved select the emergency plan “Attachments” tab (Figure #).
13. From the “Attachments” tab users will be able to attach the required “PE and Owner Signature” document. The attachment must contain an owner signature and a PE’s seal with signature. For an emergency plan a full emergency plan document is required to be attached as well.
 - a. Click “Add Files”.
 - b. Select file for upload.
 - c. Name the attachment names in the following format:
 - a. “DamInventoryNumber_AttachemntCode_SignDate”
 - b. 029004_SIGN_20180412
 - c. 029004_EAP_20180402
 - d. Click “Upload”
12. Optional – Users can upload EP maps and other supporting documents under the inspections attachment tab.

DCR Virginia Department of Conservation & Recreation

Virginia Dam Safety Inventory System

Welcome, "james.martin" Logout

Dams Administration My Account

Dams > 029004 > EAPs > 766

Dam Name: Willis River Dam #4
Dam Inventory Number: 029004
Legacy Number: 02904

Dam Region: 5
Hazard Classification: High
County: Buckingham

Owner Name: Peter Francisco Soil and Water
Conservation District
Regional Engineer: Robert VanLier
Inundation Study Date: 03/08/2011

Certificate Type: Conditional Certificate
Certificate Expiration Date: 03/31/2020
EP Expiration Date: 08/16/2023

Details

Contacts

Attachments

Add files... Start all Cancel all

File Name	Attachment Name	File Size	Attachment Type	Document Date	Uploaded Date
029004_EAP_20180412.pdf	029004_EAP_20180412	0.02 MB	EAP - Final		Upload Cancel
029004_SIGN_20180412.pdf	029004_SIGN_20180412	0.02 MB	PE and Owner Signature		Upload Cancel

Notes

To sort click on the column headings
The maximum file size is 30 MB unless otherwise noted
An attachment type of Inundation Study, EP, Inspection Pictures, or As-Built has a maximum file size of 250 MB
Only file types jpg, jpeg, png, gif, pdf, doc, docx, xls, xlsx, pps, ppsx, ppt, pptx, txt, and zip are allowed

Figure 35: Emergency Plans Attachment Tab

14. Go back to the “Emergency Plan Details” tab and change the status field to "Submitted" and click “Save”.
15. All data fields must be populated and a “PE and Owner Signature” must be attached to the application or status change will not be saved.
16. Once the emergency plan status is set to “Submitted”, the user will be locked out of the application and the application will be sent to a regional engineer for review.